



## **HUMAN RESOURCES OFFICE U.S. EMBASSY DHAKA**

### **VACANCY ANNOUNCEMENT**

**ANNOUNCEMENT NUMBER – 13 - 008**

- OPEN TO:** All Interested Candidates/All Sources
- POSITION:** HVAC/Appliance Mechanic, FSN – 4; FP- AA  
(Salary approx. Tk. 31,000 per month)
- OPENING DATE:** February 13, 2013
- CLOSING DATE:** February 28, 2013 (before 4:30 p.m.)
- WORK HOURS:** Full-time; 40 Hours/5 days per week

**NOTE: ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Bangladesh is seeking applications for the position of **HVAC/Appliance Mechanic** in the Residential Maintenance Unit (RMU).

**BASIC FUNCTION:** The incumbent repairs, replaces and installs a broad range of household appliances in U.S. Government residences, on a regular basis. He could be put in charge of the shop when the foreman is absent.



## **MAJOR DUTIES AND RESPONSIBILITIES:**

- ✚ Under the direction of the Appliance Foreman, he works along with other mechanics and technicians for specific tasks of repairing and installation of residential equipment/appliances.
- ✚ Takes onsite responsibility for co-ordination between requester and maintenance crew. Annotates on the work order what action was taken to correct the problem and labor/material costs when completed.
- ✚ Plans and trains new employees in the safe and proper use of Personal Protective Equipment (PPE), tools, and correct techniques required to maintain residential equipment at U.S. Government standards.
- ✚ Maintains household equipment and appliances for over 100 residences. Uses power & hand tools and materials/parts regularly.
- ✚ Directs 7 to 9 other crews in absence of Appliance Foreman and exercises judgment in determining what is wrong with a malfunctioning appliance, and whether it can be repaired on-site or brought back to the RMU workshop.
- ✚ Ensures his workers exercise care and diligence in moving and installing appliances so that valuable property is not damaged. Repairs (and when assigned) directs his crews on installation, maintaining and repairing a broad range of household and office appliances, including air conditioners (several types) refrigerators, freezers, stoves, washers, water dispensers, dryers, dehumidifiers, etc.
- ✚ Performs quality control testing on new and repaired appliances before installation. Keeps accurate records on units with repeated maintenance problems (for possible replacement) and ensures that appliances serial numbers/bar codes and other pertinent information are recorded on work orders to keep property records up to date.
- ✚ Make sure that jobs get done professionally, safely and on time, particularly in case of make-ready renovations and newly leased residences. Coordinates with other maintenance crews to ensure work is carried out in its proper sequences to minimize loss of man-power. If required, direct crews in performing minor repair in masonry, metal work, plumbing, carpentry, electrical, painting, and cleaning tasks, as part of necessary work to accomplish their primary duties.
- ✚ Performs other duties as necessary or assigned.



## **QUALIFICATIONS REQUIRED:**

- 1. Education:** Successful completion of class VIII and 1 year duration trade course from a recognized technical institute/trade school on Refrigeration and Air Conditioning is required. *(You must attach a copy of your VIII completion certificate and trade school course certificate along with your application form.)*
- 2. Language Proficiency:** Level II (Limited Knowledge) English and level III (Good working knowledge) Bangla is required.
- 3. Prior Work Experience:** Minimum three years working experience as Appliance Mechanic is required.
- 4. Knowledge:** Knowledge of various parts, materials, and how to use them effectively to carry out projects is required.
- 5. Skills and Abilities:** Prior experience gained at a level that would involve the practical application of all or most skills, taught through a formal apprenticeship or equivalent advanced occupation level training. Will have experienced most of the work situations and problems commonly encountered. May have also learned how to guide, direct and guide other staff.

## **SELECTION PROCESS:**

It is essential that the candidates address the required qualifications above in the application. **Applicants who do not provide evidence that they meet the above qualification requirements may not be considered.** When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference.

## **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.



4. Currently employed US Citizen EFM's who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

#### **TO APPLY:**

Interested candidates for this position must submit the following for consideration of the application:

1. Form DS-174, "Universal Application for Employment as a Locally Employed Staff or Family Member" (UAE). **This form must be completed in English.** You may fill in the answers on a computer and print it, or print a blank copy and fill it out by hand.

#### [Application Form](#)

2. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.

3. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

**All Bangladeshi applicants must complete the application form & must attach the following documents; if you do not attach the below mentioned documents, your application will not be considered complete, therefore, will not be processed further:**

- I) A passport size photograph (taken within six months),**
- II) A copy of Passport or Voter ID or Driver's License, and**
- III) A copy of educational or trade school certificate as required.**

**Inaccuracies, omissions or false statements may be cause for disqualification or termination of employment. Information given on the application may be verified at any time.**



## **SUBMIT APPLICATION TO:**

Human Resources Office

Attention: HRO

Address: Embassy of the United States of America  
Madani Avenue, Baridhara  
Dhaka – 1212

**All candidates** must submit the Universal **Application for Employment form** DS-174 either by regular mail (postal service) ***or***, deliver by Hand to the South barrier of the U.S. Embassy. **Please do not send applications via fax.** Blank application forms are also available at the South barrier of the U.S. Embassy (near the Nepal & Vatican Embassy) and at our internet website at <http://dhaka.usembassy.gov/>

## **POINT OF CONTACT:**

Human Resources Assistant

Telephone # 885-5500 (between 10am to 11am Sunday thru Thursday)

## **DEFINITIONS:**

1. **Eligible Family Member (EFM):** An individual related to a US Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in 3 FAM 1610);
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.



2. **US Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
  1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
  2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.



A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

5. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (OR, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).

**CLOSING DATE FOR THIS POSITION: February 28, 2013**

**NOTE:** *“Members of the same family (father, mother, spouse, child, brother, sister, uncle, aunt, first cousin, niece, nephew, grandparent or grandchild, in-laws or step-relatives) will not be employed at the same time in the same agency unless it is in the best interests of the Mission and approved by the Director of the agency involved. In no case will family members be employed in the same working unit of an agency.”*

***The US Mission in Dhaka provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.***



The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Cleared by:

- HRO: x
- FM: x
- FMO: x
- MGT: x